

**PALLET JACK (Manual) &
PALLET HANDLING**

Safe Work Procedure

Safe Work Procedure		PALLET JACK (Manual) & PALLET HANDLING																					
Department / Area: Logistics and Supply Chain Management	Approved By: Regional Manager of Logistics and Supply Chain Management	Date Created: ??? 2014	Review / Revised date:																				
Potential Hazards: Fill in those that apply		Personal protective equipment / devices required / other safety considerations																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">H</td> <td style="width: 5%;">M</td> <td style="width: 5%;">L</td> <td style="width: 85%;">risk for injury</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Awkward / sustained postures – bending, twisting</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Forceful exertions – lifting/pushing heavy pallets</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Sharp points / edges – rough or splintered wood</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Pinch points – jamming fingers or toes</td> </tr> </table>		H	M	L	risk for injury	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Awkward / sustained postures – bending, twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forceful exertions – lifting/pushing heavy pallets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sharp points / edges – rough or splintered wood	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pinch points – jamming fingers or toes	<ul style="list-style-type: none"> • Gloves to protect against cuts, slivers, pinches when handling pallets is recommended • Appropriate closed toe footwear • Ensure path is clear of obstacles prior to moving pallet. 	
H	M	L	risk for injury																				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Awkward / sustained postures – bending, twisting																				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forceful exertions – lifting/pushing heavy pallets																				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sharp points / edges – rough or splintered wood																				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pinch points – jamming fingers or toes																				
		Training / Reference information <ul style="list-style-type: none"> • Module 1 SCHIPP Orientation • Department Orientation • Manufacturers’ instructions/manual 																					
<p>Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.</p>																							
Employers must ensure that workers are trained and follow this safe work procedure Steps to perform this task safely:																							
<p><u>Manual Pallet Jack Operation</u></p> <ul style="list-style-type: none"> • Push jack with back straight, knees bent pushing with legs and elbows at sides. • Ensure your pallet jack weight capacity and the operator can handle the load. Operator needs to be able to see over the load or a second assist will be required to guide the pallet jack. • Only one operator to steer the pallet jack handle. • Additional assistance may be required to provide push assist on either side of the operator or pull from the front to initiate motion in tight spaces or uneven surfaces. When pulling use both hands, with elbows at sides and use your leg movement. • Start the pallet jack slowly pushing with your legs as opposed to a sudden jerking motion of the pallet jack. • Never ride a pallet jack. • When moving a pallet jack and load, keep the jack control handle in the “neutral” position. Ensure your speed is appropriate for your surrounding area. • Never leave a pallet jack with the load elevated. • Stack the pallet load so that it will not shift or turn over when moving load. • When ascending a ramp, additional assist would be on either side of the operator. If an electric pallet jack is available use it to descend a ramp. If unavailable, the load should be put onto a cart and be a reasonable weight for one operator. This will need to be assessed site specific as recommended by Regional Workplace Safety program and the applicable Workplace Safety and Health committee. 																							

Safe Work Procedure

PALLET JACK (Manual) & PALLET HANDLING

Pallet Stacking

- Pallets should be stacked flat in most situations, no more than 8 pallets high. If stacked vertically, ensure there is bracing for the stack. Tilt on its side and pivot end as you “walk” it to the wheeler.
- Pallets should not be thrown onto the top of the pile.
- Any stack over 8 pallets high requires a lift to remove a pallet.
- Pallets being removed from a pile 8 high or less are to be removed in the following manner:
 - Slowly push the pallet away from you or pull/slide it toward you over the pallet beneath it
 - Continue sliding the pallet while tilting the side that is furthest off the pallet toward the ground
 - Keep your hands and feet away from pinch points and when bending over, maintain a wide stance, bend your knees and hips and keep your back straight.
 - Once the pallet touches the ground, tilt up the other side, move behind it and slide it to where it is required.
 - Lower the side of the pallet toward you until it is on the ground. Use proper lifting procedure as above.
- No pallet should be lifted off the ground by one worker. If a pallet has to be lifted manually a minimum of 2 workers are required. To lift a pallet with 2 workers, each on opposite ends and bend their knees and hips to reach the pallet. Each worker grasps a pallet cross brace with both hands. On a designated count by one worker, both workers lift the pallet by pushing through the legs while keeping their backs as straight as possible and shoulders neutral. Do not twist your body when carrying a pallet. Take small steps to turn.